

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed [REDACTED] Reduction of Excess
Leave Accumulation

STATINTL

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1. Agency Notice No. [REDACTED] 16 October 1953 distributed to all employees, prescribed no uniform plan for liquidation of excess annual leave accumulations. It made "supervisory officials and individual employees...responsible for ensuring an orderly reduction in excess leave accumulations". It stated that "after further study it may be necessary to develop a uniform plan..." for this reduction.

2. In a staff study, 28 September 1953, the original copy of which is attached to this memorandum, a uniform plan was proposed by this office for reduction of excess annual leave. As you may recall, the study was returned to this office to be retained for possible future use if experience with the policy contained in Notice No. [REDACTED] showed a need for more stringent measures.

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3. The proposed OO Notice, although based on the responsibility given to supervisory officials in Notice No. [REDACTED] appears to be premature since the first report of experience in leave reduction is not due until next January. Moreover it proposes a more restrictive plan than that contained in the staff study. The issuance now of varying plans by separate components of the Agency would hamper the operation of a uniform Agency plan later. For these reasons it is recommended that the notice not be issued.

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[REDACTED]
Acting Personnel Director

Attachments

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Approved For Release 2002/02/05 : CIA-RDP78-03578A000500060007-5

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